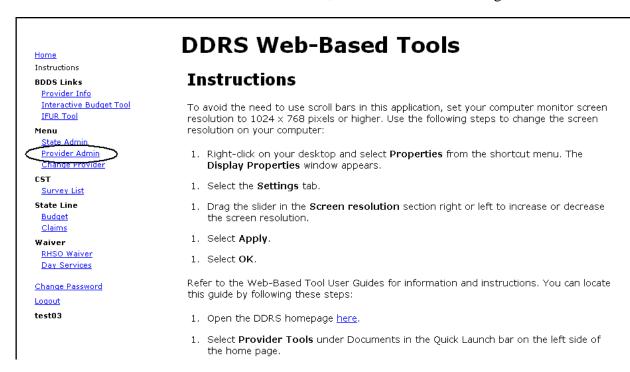# DDRS Provider Administration Guide
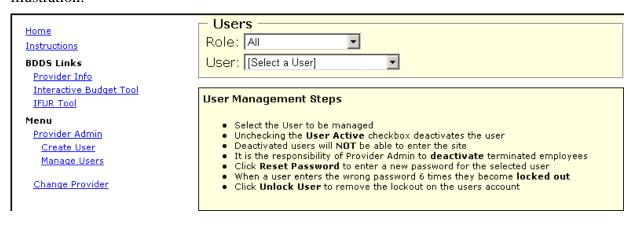
Modifying User Access

Modifying User Access

Use the following procedure to modify a user's access and roles in the Provider Admin tool.

1. Log in to the **DDRS Web-Based Tools** website from the following URL:

   https://ddrsprovider.fssa.in.gov/BDDS/Default.aspx

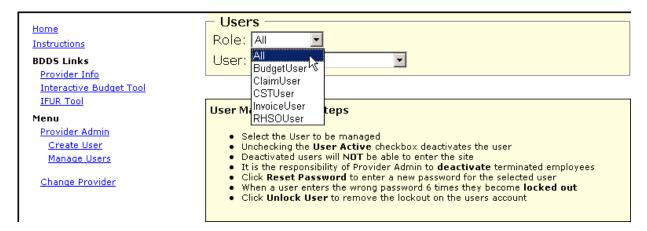2. Select **Provider Admin** from the menu structure, as shown in the following illustration:

   The **Budget Tool - Provider Admin** screen appears and the **Provider Admin** menu displays the following submenus:

   - **Create User**
   - **Manage Users**

3. Select **Manage Users**. The **User Management** screen appears, as shown in the following illustration:
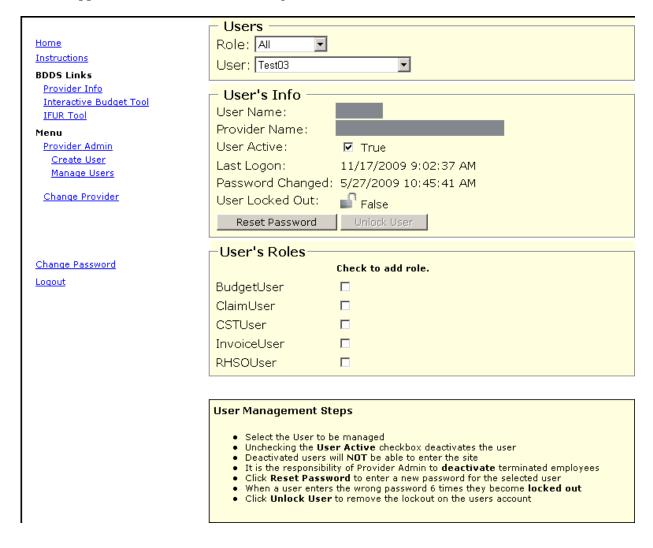
4. Select the role of the user to modify from the **Role** drop-down list, as shown in the following illustration:

5. Select the user to modify from the **User** drop-down list. The **User's Info** and **User's Roles** screens appear, as shown in the following illustration:

6. Select one or more of the following check boxes to provide the selected user with rights to those functions of the **DDRS Web-Based Tools** website:

7. To save your changes, select any of the items from the menu on the left side of the screen.